CITY OF KENT POSITION DESCRIPTION

Position Inventory Number: <u>FN061</u>					
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Classification Specification: <u>ASSISTANT FINANCE DIRECTOR</u>					
Salary Range:NR 50 – Management Benefit Level B					
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Position Description (Working Title): Assistant Finance Director					
Incumbent: Vacant					
Location: Finance Department - Administration					
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GENERAL PURPOSE:

Under the direction of Finance Director, the incumbent is responsible for assisting the Finance Director in the coordination and management of the City's financial activities; reviewing the preparation of the Comprehensive Annual Financial Report (CAFR); planning and issuing debt; overseeing the financial planning and monitoring functions including Citywide operating budgets, Capital Facility Plan Financing Plan Element, and monthly financial reports; analyzing and recommending fiscal and budgetary policies and alternatives; and assuming responsibilities in absence of the Finance Director.

Work is characterized by a substantial amount of managerial, administrative, and supervisory functions to ensure efficiency and compliance with applicable federal, state, and local laws, regulations, policies and procedures, GAAP, GASB, and BARS. Duties and responsibilities include, but are not limited to, reviewing cost projections for labor and union contract proposals; develop a financial strategy for the City; assist with financial planning strategies, making recommendations for change and improvement as necessary; manage and review the preparation of the CAFR; training, supervising, and evaluating the performance of assigned personnel; coordinating, planning, assigning, and reviewing work; interviewing and hiring employees; appraising performance; rewarding and disciplining employees; addressing complaints; resolving problems; approving/scheduling sick leave and vacation time; and recommending terminations as appropriate. The incumbent must possess a high level of integrity and honesty as well as a strong customer service approach.

Work is performed under managerial direction. The supervisor provides the incumbent with assignments in terms of broad practice, precedents, policies, and goals. Work may be reviewed for fulfillment of program objectives and conformance with departmental policy, practice, and/or objective.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Provide assistance in preparation for Council and Council Committee meetings by preparing technical analysis, narratives, and recommendations; make presentations for Council Committee and Advisory Committee meetings.

Review cost projections for labor and union contract proposals; develop a financial strategy for the City's position with the City Management Team.

Assist with financial planning strategies; make recommendations for change and improvement.

Manage and review the preparation of Comprehensive Annual Financial Report (CAFR), including technical footnote analysis and changes in financial position.

Analyze, review, and prepare a variety of complex financial statements and reports such as equipment rental rate development, cost allocation models, etc.; make recommendations as necessary.

Review a variety of detailed and comprehensive reports for audit requirements; generate regular and special computerized reports.

Review a variety of comprehensive financial reports such as: debt, investments, engineering contracts, etc. to local, State, and Federal regulatory agencies and government offices.

Communicate with other departments and outside agencies to resolve problems, provide information, explain accounting procedures, and discuss data anomalies or status in progress of special assignments.

Coordinate, assign, and/or prepare required State schedules due annually to the State Auditors Office.

Coordinate, assign, and/or prepare special reports such as: Golf Complex, Health Insurance, Workers Compensation, Internal Revenue Service, etc.

Manage the Financial Planning Division of the Finance Department by planning, organizing, and directing the daily activities and workflow of employees engaged in budget and financial reporting duties; and provides motivation, leadership, team building, mentoring, training, and direction for the assigned workgroup.

Train, supervise, and evaluate the performance of assigned personnel; coordinate, plan, assign, and review work; interview and hire employees; appraise performance; reward and discipline employees; address complaints; resolve problems; approve/schedule sick leave and vacation time; and recommend terminations as appropriate.

Coordinate the preparation of the City's annual operating budget by establishing procedures, deadlines, and submittal requirements in consultation with the Finance Director.

Develop automated and complex financial analysis models, using programming techniques and advanced spreadsheet capabilities.

Develop, implement, maintain, and report citywide performance measurements, working with the Mayor's Budget Advisory Committee and other City management personnel to determine appropriate measures of effective and efficient work.

Assist with the development and maintenance of the Financial Plan portion of the Capital Facilities Plan.

Analyze short and long-term trends in revenues and expenditures to determine future problems or opportunities facing the City operations; develop options and recommendations as assigned.

Assist other department directors in financial development and implementation of department goals, objectives, and short and long term plans.

Oversee collection and maintenance of budgetary and financial data; perform financial projections.

Participate as a team player in the implementation and ongoing enhancements for the complex ERP automation of financial, payroll, and human resources systems. Participate in system training, decision making, testing, problem solving, and conversion to new software. The incumbent is responsible for clarifying and summarizing and resolving issues relating to specific assigned modules or processes.

Manage projects involving dynamic ("what if") computer modeling and analysis.

Prepare, manage, and monitor the Financial Planning Division's annual budget.

Become familiar with, follow, and actively support the vision, mission, values, and behavior statements of the department and the City.

PERIPHERAL DUTIES:

Assume responsibilities of Finance Director in his/her absence.

Perform related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

KNOWLEDGE OF:

- Generally Accepted Accounting Principles (GAAP)
- Government Accounting Standards Board Statements (GASB)
- Budgeting, Accounting and Reporting System (BARS)
- Applicable federal, state, and local laws, regulations, codes, and ordinances
- Governmental accounting, budgeting, and reporting principles and practices
- Business and tax laws, rules, and regulations related to municipal accounting
- Methods, procedures, policies, rules, and current practices affecting the development, maintenance and control of financial systems

- Analysis of complex financial statements and reports
- Computer systems and applications related to accounting and auditing functions
- Principles and practices of supervision organization, training, and performance evaluation
- Spreadsheets, word processing, database, and graphic applications
- City organization, operations, policies, objectives, and procedures
- Technical aspects of accounting
- Correct English usage, grammar, spelling, punctuation, and vocabulary

SKILLED IN:

- Application of research and analysis methods to define and resolve financial issues
- Applying principles and practices of leadership, teambuilding, motivation, and common sense management techniques
- Management and supervision of assigned staff, projects, and work responsibilities
- Effective oral and written communication
- Effectively using interpersonal skills in a tactful, patient, and courteous manner
- Operation of a personal computer and related complex software including spreadsheet, database, and presentation programs

ABILITY TO:

- Exercise a high degree of independent judgment in defining and resolving issues, policies, and procedures within scope of authority
- Establish and maintain trust, confidence, and effective working relationships with assigned staff, co-workers, elected officials, managers, supervisors, employees and the public
- Work effectively on several projects concurrently
- Read, interpret, apply, and explain codes, rules, regulations, policies, and procedures
- Communicate effectively both orally and in writing
- Perform a wide variety of professional accounting duties
- Analyze and prepare a variety of complex records, reports, and other financial documents including financial statements, other technical financial reporting, and special reports and projects as assigned
- Work confidentially with discretion
- Define problems, collect data, establish facts, and draw valid conclusions; apply common sense understanding to solve practical problems
- Meet schedules and timelines
- Work independently with little direction
- Provide technical expertise and information regarding accounting principles, practices, and policies
- Develop, modify, and recommend improvements in existing budgeting procedures and introduce new procedures to expedite system
- Understand complex rules, regulations, and contracts from the IRS, State, and City
- Operate a personal computer, calculator, and related office equipment including extensive use of advanced spreadsheet techniques
- Demonstrate ability to positively interact with diverse individuals to accomplish a common goal
- Effectively present information to groups including City Council, various committees, managers, and employees

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EDUCATION AND EXPERIENCE REQUIRED:

Education: Bachelor's degree in accounting, finance, or related field; and

Experience: Five (5) years of increasingly responsible experience in professional municipal

accounting including three (3) years of supervisory experience.

Or: In place of the above requirements, the incumbent may possess any combination

of relevant education and experience which would demonstrate the individual's knowledge, skill, and ability to perform the essential duties and responsibilities

listed above.

LICENSES AND OTHER REQUIREMENTS:

• Certified Public Accounting (CPA) is highly desirable

- Masters in Business Administration (MBA) is highly desirable
- Valid Washington State Driver's License, or ability to obtain within thirty (30) days of employment

MACHINES, TOOLS, AND EQUIPMENT USED:

Typical business office machinery and equipment used include, but are not limited to personal computer, telephone, fax and copy machine, calculator and projector.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use arms, hands, and fingers to reach, handle, feel, or operate objects, materials, tools, equipment, or controls. The employee is frequently required to sit, talk, or hear normally with or without mechanical assistance. The employee is occasionally required to lift in excess of 30 pounds.

Specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus.

WORKING CONDITIONS:

Work is performed in a typical office environment. The incumbent may be exposed to individuals who are irate or hostile and may be subject to long hours due to the attendance at evening meetings. The noise level in the work environment is usually moderate.

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SIGNATURE	ES:				
Incumbent's	s Signature	Date	Supervisor's Signature	Date	
Approval:					
	: Director/Designee	Date	Employee Services Director	/Designee Date	
**Note:	This document will be reviewed and updated annually at the time of the employee's performance appraisal; when this position becomes vacant; or, if the duties of this position are changed significantly.				

Revised: 2/8/07